



**AMERICAN EMBASSY  
MANILA**

# VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 2016 - 004**

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Supply Clerk, LES-6

**OPENING DATE:** February 02, 2016

**CLOSING DATE:** February 18, 2016

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **Ordinarily Resident (OR): LES-6**

- ₱ 411,144.00 / annum (Starting salary)

**Not-Ordinarily Resident (NOR)**

- FP-8 / annum (Starting salary)

(Final grade/step for NORs will be determined by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Manila is seeking an individual for the position of Supply Clerk in the General Services Office/Property & Supply.

## **BASIC FUNCTION OF POSITION**

This position serves as assistant to the Property Management Inventory Supervisor who is responsible for planning, scheduling, conducting and executing all physical inventories and reconciliations of all US Government-owned personal property in The Philippines. These are or can be summed up around 60,000 non-expendable property line items and about 580,000 pieces (over 3,000 line items) of expendable supply stock with an approximate value of over \$28 million. This position is also responsible for the submission of any and all of the annual and other periodic reports, such as Annual Physical Inventory reports, Property Management Report, Household Management Report, Certification of Official Residences, OBO Inventory Report, (Post) Heritage Assets

collection, Antique and other High Value items, the Fine Decorative Arts Reports cover about 375 inventory locations.

#### **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of at least two years of college or university study in general coursework is required.
2. Two years of experience in clerical and data input work is required.
3. Level 3 (Good Working Knowledge) Speaking/Reading/Writing English. Tagalog languages are required. English language proficiency will be tested.
4. Knowledge and expertise in Management Inventory And Reconciliation are required.
5. An average typing speed of 40 WPM (Words Per Minute) is required.
6. Possession of valid professional Philippine driver's license or able to acquire one within 6 months is required.

#### **REMINDER:**

If you will meet the qualification requirements, we will contact you within two to three weeks after the closing date. At that point, you will receive further instructions. Only qualified applicants will be contacted.

**FOR FURTHER INFORMATION:** Please visit our website at [http://manila.usembassy.gov/employment\\_opps.html](http://manila.usembassy.gov/employment_opps.html) and/or by contacting the Human Resources Office **c/o Alman Collantes** **Tel#**(632) 301-2000 ext. 4023.

**SELECTION PROCESS:** When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

**HIRING PREFERENCE ORDER:**

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

**ADDITIONAL SELECTION CRITERIA:**

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.

**HOW TO APPLY: All Applicants are REQUIRED to submit the following documents to be considered:**

1. Universal Application for Employment (UAE) ([Form DS-174](#)), which is available on our website. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**IMPORTANT:** Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

Take note that you must be a local resident with the necessary working permits (visa or proof of dual citizenship) before you can be considered for any job opening at the Embassy. Additionally, Applications received after the closing date is no longer eligible for consideration.

**WHERE TO APPLY:**

Human Resources Office  
New Office Annex Building,  
United States Embassy  
1201 Roxas Blvd, Manila  
Telephone: (632) 301-2000 ext. 4023  
Fax: (632) 301-2373, **Attention: HR Office**  
E-mail: [HRManila@state.gov](mailto:HRManila@state.gov) (Indicate Vacancy Announcement Number in the subject. Please send as Microsoft Word or PDF attachment.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A - DEFINITIONS**

**Eligible Family Member (EFM):** An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**

- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**

- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** - An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** - An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

Approved:SHRO:Cherry Larsen  
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